


# Using The “Calendar” Function


**❶** To Use the Calendar Function, Enter the Date of Birth in the Field at Right.

**❷** Clicking “Select” opens the Calendar to the current date. At the top toolbar, there are several arrows. Clicking the left or right arrows scrolls the calendar backward or forward by month. Clicking the down arrow by the Month or Year allows scrolling up or down to make a selection.

**❸** E.g. Enter the DOB - 10 Sept 1975. Click the Year arrow and a scroll bar appears. Click + or - to scroll up or down. Highlight and click on the year, 1975.

Next Screen

DOB   


DOB   

Badge Number

Shift the individual was working

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
18						1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
21	17	18	19	20	21	22	23
22	24	25	26	27	28	29	30
23	31						

Today is Wed, 19 May 2004

DOB   

Badge Number

Shift the individual was working

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
18						1	2
19	3	4		6	7	8	9
20	10	11		13	14	15	16
21	17	18		20	21	22	23
22	24	25		27	28	29	30
23	31						

Today is Wed, 19 May 2004



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**4** The Year 1975 now appears at the top. Click the Month arrow, and scroll down the menu list. Highlight & click September.

**5** The Month of September now appears on the banner. Enter the day by clicking on the number “10”.

**6** The Calendar closes and the complete DOB appears in the field. These selections may be done in any order and may be re-entered, if an entry error occurs.

DOB  Select ?

Badge Number

Shift the individual was working

Month dropdown menu is open, showing months from January to December. 'May' is highlighted.

Wk	M	Tu	We	Th	Fri	Sat	Sun
18	January						
19	February			1	2	3	4
20	March			8	9	10	11
21	April			15	16	17	18
22	May			22	23	24	25
	June			29	30	31	
	July						
	August						
	September						
	October						
	November						
	December						

DOB  Select ?

Badge Number

Shift the individual was working

Month dropdown menu is open, showing months from January to December. 'September' is highlighted.

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

Today is Wed, 19 May 2004

DOB  10 September 1975 Select ?

[Back to Table of Contents](#)

